

Board of County Commissioners Leon County, Florida

Policy No. 98-12

Title: Loan of Library Materials
 Date Adopted: October 13, 1998
 Effective Date: October 13, 1998
 Reference: Ch. 257 F.S.
 Policy Superseded: Policy No. 95-10, "Loan of Library Materials," 9/19/95

It shall be the policy of the Board of County Commissioners of Leon County, Florida, that Policy No. 95-10, adopted by the Board of County Commissioners on September 19, 1995, is hereby repealed and superseded and a new policy adopted in its place, to wit:

The LeRoy Collins Leon County Public Library provides the free lending of library materials to eligible borrowers in accordance with Chapter 257, Florida Statutes.

Attached to this policy and incorporated herein are "Procedures for Implementing Loan of Library Materials Policy," as amended by the Board of County Commissioners on October 13, 1998.

Procedures for Implementing Loan of Library Materials Policy

1. Loan periods and the maximum number of items that can be borrowed vary by material type. They are:

Loan Period	Material Type	Maximum Number
7 days	Magazines	6
	Maps	6
	Vertical file items (general)	6
	Video cassettes and laser discs	6
21 days	Books*	No maximum
	Audio cassettes	6
	Records	6
	Cassette-book bags	6
	Talking books	6
	Comic books	6
	Compact discs (CDS)	6
Varies	Audio-visual equipment	As determined by

Library Administration

* Books borrowed on interlibrary loan are due the date indicated by the lending library.

* No maximum on the number of books. However, the cumulative value of the books checked out may not exceed the parameters as set forth in the Library's Circulation System.

2. Regularly circulating items in the library collection that are out on loan may be reserved by a library card holder for his or her use when returned.
3. The loan of a borrowed item may be renewed by telephone, in person, or on the Internet, except when item is overdue or a reserve has been placed on the item.
4. Loan periods and maximum numbers may be revised by the Library Director, with the approval of the County Administrator to meet changing needs for library service.